



Lakeside's River Park Conservancy

Project Assistant

Position Description: Project Assistant

Schedule: Up to 20 hours a week, Timing: Flexible

Pay: \$10 per hour

Duration: Approximately 12 months

Position Description:

This position is to assist with the implementation of the restoration project. This position requires a broad range of skills and talents and will be providing support services to the Project Manager in the implementation of the CalMat Restoration Project. The person hired must have an interest and commitment to environmental work.

Skills and Task Required:

Skills:

- Ability to be organized and keep tasks and paperwork organized
- Setting up and following time lines
- Ability to use a variety of software programs, Publisher, Adobe Illustrator, Photoshop, Excel and Word Power Point programs
- Mechanical ability with outdoor equipment
- Ability to work with inmate fire crews

Tasks and responsibilities to include but not be limited to:

- Basic clerical functions - word processing, filing, mailing, errands, basic billing and spreadsheet
- Receptionist meeting with members of the public, answering the telephone
- Graphic arts and working with vendors
- Organizing meetings, dates, timing, logistics
- Assist with herbicide spraying
- Hauling of plant material
- Willingness to learn to operate a bobcat
- Other duties as assigned

Qualifications: Post high school education in either a two-year or four-year accredited university.

Application: Submit letter of interest and a resume to
Robin Rierdan, Executive Director
Lakeside's River Park Conservancy
PO Box 2239 or 12108 Industry Road
Lakeside, CA 92040
619-443-4770